

EVERYTHING YOU NEVER THOUGHT TO ASK

.....and might be afraid you did!

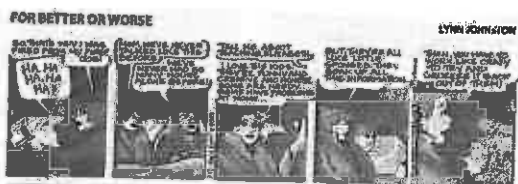
Karen Martín Sánchez
South Seneca HS
Ovid, NY

ksanchez@southseneos.org
 NYSAFLT Rochester Regional
 March 7, 2015

ABOUT ME.....

- ✱ Spanish Teacher, 20 years
- ✱ Served 3 years on NYSAFLT Board of Directors
- ✱ Teacher's Assoc. Executive Committee – 4 yrs
- ✱ School Technology Committee
- ✱ Parent of 2 (3 if you count the husband)

SO TRUE!



THINGS I'VE LEARNED

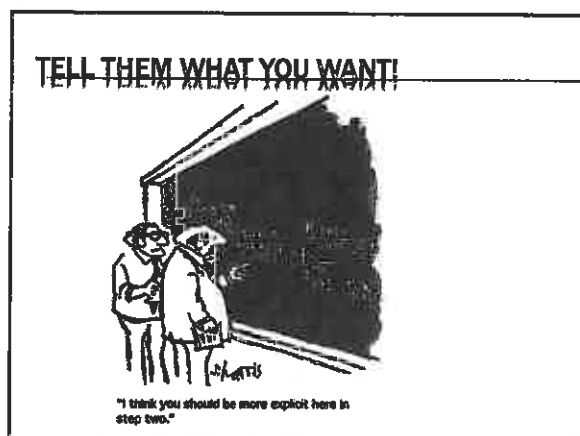
- ✱ Kids are like puppies.
- ✱ Rome wasn't built in a day.
- ✱ There is IS an "I" in TEAM.
- ✱ The 1st one there wins.
- ✱ Laughter is the best teacher.
- ✱ It's okay to say "I don't know".

KIDS ARE LIKE PUPPIES

- ✱ Make clear expectations.
- ✱ Assignments & classroom procedures.
- ✱ Practice procedures.
- ✱ Kids like structures/routines.
- ✱ Show samples, rubrics, exemplars.
- ✱ Más claro, agua.
- ✱ Harry Wong


KIDS ARE LIKE PUPPIES

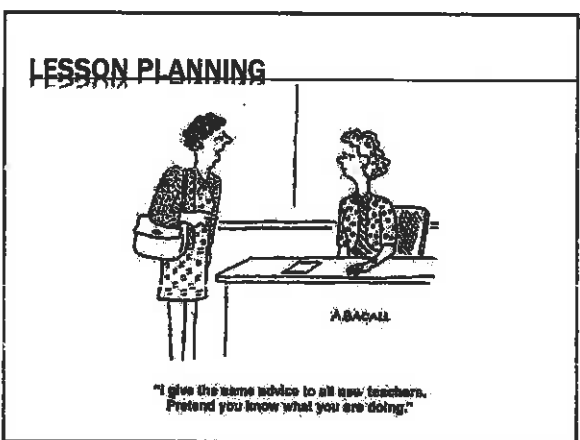




YOU AS CLASSROOM MANAGER

- ✱ Have all your ducks in a row!
- ✱ Plan for what you want to happen
- ✱ Plan for what you think might really happen
- ✱ If they are not listening, your lesson is wasted





LESSON PLANNING

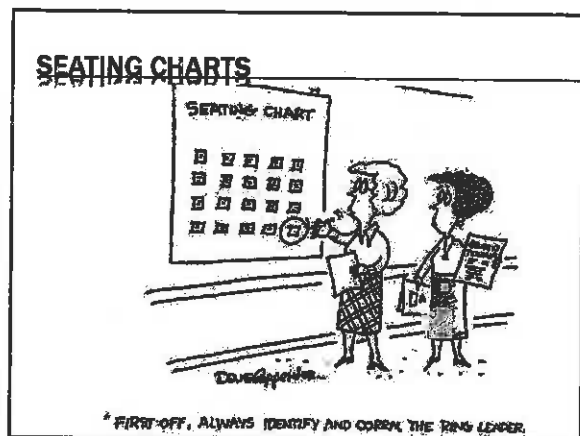
- ✱ Time management / plan book
- ✱ Structure / Admin expectations
- ✱ Use Templates: plans, activities, assessments
- ✱ Put up the lesson agenda for the students.
- ✱ TELL students the lesson objective.
- ✱ Don't meet your objectives by accident
- ✱ OVER-organize

ROME WASN'T BUILT IN A DAY

- ✱ Zamora no se hizo en una hora.
- ✱ It could take years to create a "stockpile".
- ✱ Games, activities, realia, ideas, templates.
- ✱ Ask, but give back.
- ✱ Workshops & Networking = Resources!
- ✱ Beg, borrow, steal, but give credit.

ABSENTEE SYSTEM

- ✱ Have a system in place for when the student returns.
- ✱ Form letter to send home when student is out
- ✱ Color - code folders by class?
- ✱ Class binders?
- ✱ Homework available to print on internet?



SEATING CHARTS

- * Controls behavioral issues.
- * Helps to learn names faster.
- * Mixes different ability students.
- * Grouped already for pair work.

WRITE EVERYTHING DOWN

- * Make "to do" lists
- * Helps with prioritizing & planning
- * Can't multi-task what you've forgotten!
- * Documentation
- * Create files to help you each year.
- * Keep a pad of paper by your bed!
- * Ideas come at strange times.
- * Shopping, shower, driving etc.

ONCE A YEAR FILES

- * National Foreign Language Week
- * Open House
- * Parent Teacher Conferences
- * 1st Day of School Reminders / Orientation
- * APPR (Annual Professional Performance Review)
- * Danielson's Domain 4 Artifacts
- * Budget materials / Supplies to Order

CYA = CLARIFY YOUR ACTIONS

- * 1 subject notebook by school year
- * Write down anything out of the ordinary
- * Staple in pertinent emails
- * Document any letters going home both good and not-so good (also good for Domain 4)

WHEN THERE IS A PROBLEM



WHEN THERE IS A PROBLEM ☹️

- ✖ The 1st one there wins.
- ✖ When the horse dies, dismount.

IF THE HORSE DIES, DISMOUNT!

- ✖ DO NOT:
- ✖ Stay on the horse.
- ✖ Switch riders.
- ✖ Move the horse to a new location.
- ✖ Buy a stronger whip.
- ✖ Tighten the cinch.
- ✖ Try a new bit or bridle.
- ✖ Say things like "We've always ridden our horses this way."
- ✖ Visit other sites where they ride dead horses in different ways.
- ✖ Complain about the state of horses nowadays.
- ✖ Blame the breeding.

*From www.behavioraladvisor.com

THE "I" IN TEAM

- ✖ I will be on time.
- ✖ I will be organized.
- ✖ I will pull my weight (in the dept/bldg).
- ✖ I will assist others when I can.

YOUR TEAM

- ✖ The teachers association
- ✖ LOTE colleagues & organizations
- ✖ NYSAFLT IIIII
- ✖ Teachers in your building
- ✖ Secretaries, custodians, food service

TEACHERS ASSOCIATION

- ✖ Not only for when you are "in trouble"
- ✖ Lots of good advice & resources
- ✖ Check their website: www.nysut.org
- ✖ Fill out the membership card
- ✖ You pay dues anyway!

LOTE ORGANIZATIONS & COLLEAGUES

- ✖ Be a member of a LOTE organization.
- ✖ Content specific professional advice
- ✖ Members only scholarships & opportunities
- ✖ Conferences provide information not available at school district trainings.
- ✖ Sharing with colleagues develops "best practices"

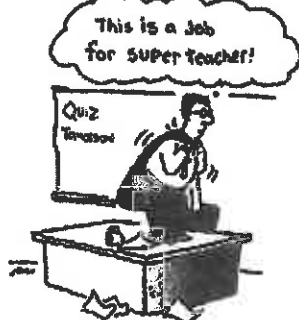
TEACHERS IN YOUR DISTRICT

- ✦ Excellent resource for info on students
- ✦ Background knowledge of district
- ✦ Committee work good way to get involved
- ✦ Become the local expert in something and then step up and offer your skills.

LAUGHTER IS THE BEST TEACHER

- ✦ Laugh with the kids not at them.
- ✦ Learn to laugh at yourself.
- ✦ Learning should be fun!
- ✦ Time goes by quicker when you enjoy what you do.
- ✦ If you are bored, then the kids are too.

IT'S OK TO SAY "I DON'T KNOW"



IT'S OK TO SAY "I DON'T KNOW"

- ✖ How do you say "supercalifragilisticexpialidocious" in French?
- ✖ In Spanish, what do they call that little thingy that hangs down in the back of your throat?
- ✖ If Wegmans has sales on Cinco de Mayo, do the Mexican grocery stores have sales on July 4th?

THE FOUR STAGES OF TEACHING

- ✖ Stage 1 - The Shiny New Teacher
- ✖ Stage 2 - Shell Shock
- ✖ Stage 3 - The Discipline Dictator
- ✖ Stage 4 - The Skilled & Caring Behavior Manager

*From www.behavioraladvisor.com

IMPORTANT TIRBITS

- ✖ Dress professionally. Comfortable shoes.
- ✖ Don't share personal email/facebook with students. You are not there to make friends.
- ✖ Make nice with secretaries & custodians.
- ✖ Do not bad mouth anyone. You never know who they are related to!
- ✖ Have a stress outlet: hobby, sport etc. unrelated to the school.

IMPORTANT TIRBITS

- ✱ Don't yell or talk over the kids. Wait for quiet.
 - ✱ Organize yourself before the next day.
 - ✱ Color code. It helps you *and* the students.
 - ✱ It's ok to be "eclectic".
 - ✱ When minor things don't work out exactly the way you had planned, say this out loud:
 - ✱ "In the overall scheme of life, it doesn't matter."
- Alison McDougall Distenfeld

QUESTIONS ON ANYTHING I HAVEN'T COVERED?

- ✱ Lesson Organization Systems
- ✱ Text books
- ✱ Mentoring Programs
- ✱ NYS Syllabus/Topics/Functions
- ✱ Regents & Proficiency Testing Alternatives
- ✱ Teacher Observations
